SHORELINE COMMUNITY COLLEGE

Supervisor's Orientation Checklist

Welcome & Introductions

_____ Department/Building Staff Introduction

_____ Campus Tour

Department Organization

_____ Organization of Employees within Department

_____ Organization of Department within College

Position Objectives

_____ Current Position Description Review/Performance of Duties

_____ Performance Appraisal Process (PDP timeframe/expectations)

Training Programs

_____ Departmental Trainings (ctcLink, Canvas, etc…)

_____ Emergency & Safety Procedures

Employment Procedures

_____ Department Guidelines

_____ Work Schedule (including lunch period and breaks)

_____ Overtime/Additional Hours (if applicable)

_____ Sick Leave, Vacation, & Holiday Notification and Reporting

COORDINATED BY HIRING DEPARTMENT

✓ Business Cards, Name Tag & Workplace Nameplate – Employing Department & Human Resources https://forms.office.com/r/888EUJivCT   Live Link HERE

✓ Computer Access & Hardware – Technology Support Services (TSS)

✓ Email Activation Information – TSS & Supervisor

✓ Keys to Office & Building – Safety & Security (x4633)

✓ Parking Permit – Safety & Security (x4633)

Supervisor Name (Print): _____   Dept/Division: _____

Supervisor Signature: _____   Date: _____

I have participated in the department orientation and received the info above:

Employee Name (Print): _____

Employee Signature: _____   Date: _____